

SCOPE OF WORK EXECUTIVE DIRECTOR SEARCH AND RECRUITMENT PROCESS

The following Scope of Work provides the comprehensive services required to conduct an Executive Search. It also can accommodate any other additional requirements which the Millville Housing Authority (MHA) Board of Commissioners may request.

Note: The search process has been designed to meet the specific needs of the MHA Board of Commissioners. The following Scope of Work, however, has been designed by Leo Dauwer and, in most cases, satisfies the demands of a high level and comprehensive search process. It is not unusual for special or unexpected events and circumstances to arise. Again, in most cases, additional effort by the Search Consultant can address such matters. There is no extra charge. The Search Consultant is happy to be of service.

1. Confer with MHA Board of Commissioners in order to determine how best to have the qualifications of the new Executive Director meet the goals of the Millville Housing Authority.
2. Compose and arrange for advertisement of a job posting in compliance with Equal Opportunity Employment Regulations (EOE). A First Draft of the classified advertisement will be forwarded to the MHA Board of Commissioners for approval.

The search may be conducted on a national and/or regional basis. In addition to printed outlets such as newspapers, industry publications and website advertisements, Leo Dauwer maintains extensive lists of qualified candidates who will be contacted for level of interest in this position. Also, several professional membership organizations within New York State and in adjoining states will be contacted so that, to the extent possible, their websites or printed publications may be accessed.

The cost of advertisements will be charged to the Millville Housing Authority – some will be free.

3. Receive and screen the applications/resumes generated by the job posting. Actively seek out and recruit qualified applicants who may be hesitant to submit an application generated by an advertised job posting.

In addition to the postings/sources listed above (#2), other potentially qualified candidates will be approached.

4. Submit to the Board the names of qualified applicants based upon the criteria as stated in the posting and any revised job description. A

spreadsheet will be generated for the Board to review. The spreadsheet will permit the Board to review the candidates ranked by the Consultant as semi-finalists. Semi-finalists will be asked to agree to a verification process of their resumes at the direction of the Search Consultant.

Note: The matrix/spreadsheet will contain approximately seventeen (17) columns describing all qualifications of every candidate. A matrix/spreadsheet KEY will describe each of the columns. Candidates will be classified as "Qualified", "Somewhat Qualified", "Not Qualified", based upon paper credentials submitted.

5. After review by the Search Consultant, those candidates ranked as Qualified or Somewhat Qualified will be sent a Proof of Resume Letter requesting additional documentation in support of the statements made in their resumes.

Note: It is critical that semi-finalists submit proof of the statements made in their resumes. Many who cannot provide proof drop out of the process at this point eliminating later possible embarrassment.

6. Screen and rank qualified candidates who submit further documentation. Forward to the Board a second matrix/spreadsheet within three (3) days after the closing date. A group of finalists will be generated at this time and submitted to the Board for approval.
7. Send polite letter of rejection to the unqualified candidates.
8. After the Board approves or modifies the list of finalists, a second intensive background search will be undertaken and a dossier will be written on each of the finalists. Data will be submitted to the Board within three (3) days.
9. The background check and data which will be forwarded to the Board will permit the Commissioners to feel confident that they have excellent finalists/candidates from which to choose. It will be possible for the Board to conduct its own interviews without the Search Consultant being present.
10. Set up interview schedule with finalists and the Board, whether the Consultant is engaged to facilitate the interviews or not.

Provide the Board with lists of questions, both for behavioral traits and technical competencies applicable for a candidate for the position of Executive Director of a public housing authority. Dozens of questions will be provided.

11. Set up and arranging final interviews and schedules for the Board and the finalists.
12. Set criteria for travel and expenses which finalists may incur- if out of state candidates are selected for an interview in accordance with the MHA Travel Policy.
13. Compose and send letters of rejection to all unsuccessful finalists.

Costs

The overall charge to conduct a comprehensive Executive Employment Search is:

\$4,956.00

The following additional charges will take place:
The cost of advertising the classified advertisement, if any.

If the foregoing Proposal is acceptable, please sign and return a copy to Leo Dauwer for his signature and return to you.

1. Conduct a Comprehensive Executive Employment Search \$4,956.00

For: Millville Housing Authority

Date:

For: Leo Dauwer

Date: